

CHARTER OF THE DEPARTMENT OF MANAGEMENT
(Revised November 15, 2007)

College of Business Administration
University of North Texas

Preamble

As an academic unit responsible for the administration of undergraduate, master's and doctoral programs in management, the Department of Management requires a defined, consistent, and sufficient process to provide for the implementation of the necessary actions required to fulfill its basic mission of teaching, intellectual contributions, and service. It is the purpose of this charter to specify such processes.

Article I. Departmental Organization

Section 1. Faculty Membership

The Department of Management shall consist of all faculty who hold a regular appointment (i.e., instructor or higher rank) in the department and who normally carry a full teaching load. This includes those who are fully or partly released from scheduled teaching duties, if assigned department duties such as counseling, administration, or research. This definition also includes those on temporary leaves of absence, but excludes adjunct appointments and student instructors who are working toward a degree at University of North Texas. The Executive Committee of the department has the power to grant exceptions to this definition if it considers such deviation appropriate.

Section 2. Chair

The Chair is the chief executive officer of the department. It is the Chair's task to carry out, with the advice and counsel of the departmental faculty, the administrative and educational policies of the department and the university.

A. Duties Relating to Personnel

1. Supervise classified and non-classified personnel.
2. Coordinate promotion, tenure, merit, grievance, and graduate faculty appointment procedures for the faculty and attempt to resolve differences with the Personnel Affairs Committee and/or the Promotion and Tenure Committee in accordance with established College of Business Administration guidelines.
3. Make recommendations to the Dean of the College of Business Administration regarding hiring, retention, and dismissal of personnel.

4. Promote faculty development.
5. Communicate effectively within the department.
6. Represent and support the department within the college and across the university reflecting faculty decisions, advice, counsel and needs.
7. Coordinate and disseminate information pertaining to the department.
8. Supervise the assignment of faculty loads according to established guidelines.

B. Budget Planning and Management

1. With the advice of the Executive Committee, the Chair shall plan budgets within the limits imposed by the Dean of the College of Business Administration.
2. Coordinate final allocations of departmental funds with the Executive Committee.
3. Determine priorities and supervise the allocation of space and facilities.
4. Supervise and control fiscal resources.
5. Promote development of external funding sources.
6. Allocate Prop 2 funds.

C. Academic Programs

1. Coordinate all program areas within the department.
2. Supervise the review and evaluation of all programs offered in the department.
3. Coordinate the creation and development of courses offered by the department.

D. General Administration

1. Facilitate internal communications in governance processes.
2. Serve as Chair of the Departmental Executive Committee.
3. Serve as ex-officio member of the Personnel Affairs Committee.
4. Articulate departmental policies according to the Faculty Senate Charter and guidelines adopted by the University administration.
5. Make appointments to ad hoc committees dealing with administrative matters.
6. Supervise the preparation and maintenance reports submitted by all standing and ad hoc committees and all programs of the department.
7. Schedule and conduct departmental faculty meetings.
8. Establish and maintain relationships with the Department's external constituencies.

9. Supervise and participate in the preparation of the schedule of departmental course offerings.

Section 3: Vice-Chair

The Vice-Chair is appointed by the Chair at the Chair's discretion. It is the Vice-chair's task to carry out those duties assigned to assist in the management of the department. These duties require assisting the Chair with course schedules, budget items, general administration, and representing the Department of Management in COBA affairs in the Chair's absence. In addition, the Vice Chair serves on the Executive Committee of the Department. The Vice-Chair must be a full-time, Associate or Full Professor.

Section 4: Doctoral Program Coordinator

Serves as the Director of the Ph.D. Program for the Department, Chair of the Graduate Programs Committee, and represents the Department of Management on the COBA Doctoral Program Committee. Specific responsibilities will consist of the following:

1. Represent the Department of Management on the College of Business Administration Doctoral Program Committee.
2. Provide the departmental faculty with regular reports on issues and matters being discussed on the Doctoral Program Committee.
3. Accumulate and present to the committee information relating to the Ph.D. program proposals from the department.
4. Attend all College Faculty Meetings where doctoral course and program proposals are to be considered.
5. Be available to discuss program concerns with current or prospective Ph.D. students of management.
6. Maintain all necessary paperwork required by the Graduate Studies office in the College of Business Administration and the Graduate School of the University.
7. Expediently process all paperwork relating to the Ph.D. program, especially that having to do with student applications, degree plans, and progress reports.
8. Schedule and administer comprehensive exams.
9. Work with Chair to schedule Ph.D. student assignments.

Section 5. Standing Committees

Departmental committees and representatives will assist in the administration of departmental affairs.

- A. The Executive Committee. This committee shall serve as an advisory group concerned with all matters related to the administrative and academic policies and activities of the Department of Management. The members of the Executive Committee shall serve as representatives of the departmental faculty in determining these policies and activities.
1. Membership.
 - a. The Executive Committee shall consist of:
 - 1) the Department Chair, serving as chair of the committee,
 - 2) the Vice-Chair,
 - 3) the Chair of the Personnel Affairs Committee and
 - 4) three elected faculty members.
 - b. At least one half of the faculty on the Executive Committee (not counting the Department Chair) shall be Associate and/or Full Professors.
 - c. In the event the above policies cannot be followed, the Vice President of Academic Affairs shall be consulted for necessary variance with stated policy.
 2. Terms of Membership. With the exception of the Department Chair, Vice-Chair, and the Chair of the Personnel Affairs Committee, the term of office is one year and no more than two consecutive terms can be served. The Executive Committee for a particular year will be in effect from the date of the Fall Faculty Convocation of one academic year to the date of the Fall Faculty Convocation of the next academic year.
 3. Meetings.
 - a. The Executive Committee will normally meet as needs dictate.
 - b. The Executive Committee shall receive and place on the agenda requests of issues or problems for consideration or study from faculty or staff.
 - c. The Executive Committee shall operate in open session, thus the opportunity for full faculty participation shall be provided.
 4. Officers.
 - a. The Chair of the Department of Management shall chair the Executive Committee.
 - 1) The Chair shall preside at all regularly scheduled meetings.
 - 2) The Chair shall be responsible for the preparation and distribution of an agenda for meetings of the Executive Committee to the entire departmental

- 3) In the absence of the Chair, the Vice-Chair will preside at meetings of the Executive Committee.
 - b. The Executive Committee Recording Secretary will be the lead Administrative Services Officer to the Chair and shall:
 - 1) record minutes of all regularly scheduled and/or called meetings;
 - 2) distribute corrected and approved minutes to all faculty members, and to the Dean of the College of Business Administration.
5. Duties and Functions
- a. The Executive Committee shall create and staff standing and ad hoc committees as it deems necessary to conduct its business.
 - b. Individual members serve as representatives of the full departmental faculty and shall be obligated to keep them informed and to present their concerns, ideas, and desires to the Executive Committee.
 - c. The Executive Committee shall participate in formulating policies and procedures and in other decision making processes which are related to self-governance and administration of departmental affairs by providing advice before policies are presented to the faculty.
 - d. The Executive Committee shall receive and approve, disapprove, or return for further study all recommendations made from standing and ad hoc committees appointed by it.
 - e. The Executive Committee shall serve in an advisory capacity to the Department Chair in the preparation of departmental operating budgets, except for that portion dealing with faculty salaries.
 - f. The Executive Committee is responsible for coordinating the development and periodic revision of the Statement of Departmental Mission and Goals.
 - g. The Executive Committee may advise and counsel with the Department Chair on matters concerning administrative and/or academic processes outside the department and their effects upon the department.
 - h. No later than the end of the twelfth class day, the Executive Committee shall identify the voting members of the department and distribute their names to each member of the Department of Management.
 - i. The Committee may consider all other issues deemed necessary by the membership for the efficient and effective operation of the department.

- B. Personnel Affairs Committee (PAC). Through its elected membership, the PAC shall represent the faculty of the Department of Management in all matters concerning faculty employment status at the university, and shall participate in the selection and appointment of new faculty. It shall make recommendations to the Department Chair on matters regarding hiring and merit evaluation.
1. Membership
 - a. The PAC shall consist of five members elected from the departmental faculty.
 - b. At least three members of the PAC shall be Associate and/or Full Professors.
 - c. All PAC members shall be full-time departmental faculty.
 - d. The Chair of the Department of Management shall serve as an ex-officio member of the PAC.
 2. Terms of Membership
 - a. The Department Chair shall serve an indefinite term in the capacity of Department Chair.
 - b. The term of membership for all other PAC members will be two full academic years.
 - c. A faculty member may serve only two consecutive terms except when and if the number of personnel in the upper two ranks requires extending a member's eligibility to serve.
 3. Officers
 - a. The PAC shall elect from its membership a Chair to preside at meetings. The Chair shall act as Recording Secretary to record minutes of all meetings.
 - b. The committee shall elect or appoint other officers as it deems necessary to conduct its business.
 4. Duties and Responsibilities
 - a. Using the Department of Management Merit, Promotion, Tenure, and Workload Policies document (Appendix A), the PAC shall conduct annual evaluations of departmental faculty.
 - b. The PAC shall update and interpret evaluation standards and criteria.
 - c. The PAC shall advise and counsel with the Department Chair on matters concerning faculty appointments and salaries.
 - d. The PAC shall prepare and forward written recommendations regarding faculty evaluations, accompanied by appropriate documentation, to the Department Chair.

- e. The PAC shall counsel with the Department Chair to resolve any differences which may exist between the recommendations of the committee and those of the Department Chair, who forwards them to the Dean of the College of Business Administration. If resolution is not possible, separate reports will be submitted with differences explicitly pointed out to the Dean.
- f. The PAC shall assist the Department Chair in the search for and screening of prospective faculty members.

C. Promotion and Tenure Committee (PAT)

- 1. Membership
 - a. The Promotion and Tenure Committee shall consist of all appropriate Department of Management faculty qualified to act on promotion and tenure matters.
- 2. Meetings
 - a. The PAT shall meet at least once each academic year to determine its recommendations.
 - b. The Chair of the Department of Management shall call the first meeting of the academic year. All subsequent meetings will be called by the Chair of the Committee.
- 3. Officers
 - a. The PAT shall elect a Chair to preside at meetings. The Chair shall act as Recording Secretary to record minutes of all meetings. The term of office is one year.
 - b. The PAT shall appoint other officers as it deems necessary to conduct its business.
- 4. Duties and Responsibilities
 - a. Using the department's Merit, Promotion, Tenure, and Workload Policies document (Appendix A), the PAT shall conduct the necessary peer evaluations, advise, and make recommendations on promotion, renewal of probationary appointments, and tenure matters to the Department Chair. The PAT's recommendation will be forwarded to the Chair who will report appropriate vote of record.
 - b. The PAT shall counsel with the Department Chair to resolve any differences which may exist between the recommendations of the committee and those of the Department Chair, who forwards them to the Dean of the College of Business Administration. If resolution is not possible, separate reports will be submitted with differences explicitly pointed out to the Dean.

- D. Graduate Programs Committee (GPC). This committee shall serve as an advisory committee to the Chair of the Department and where appropriate to recommend policy issues to the Chair and faculty for action in all matters related to the masters and Ph.D. programs.
1. Membership
 - a. The Graduate Programs Committee shall consist of:
 1. The Doctoral Program Coordinator, serving as Chair of the committee and
 2. Five members elected from the faculty. Of the five, three members must hold Category III appointment to the Graduate Faculty. The faculty is encouraged to select membership across the three degree fields contained within the Department.
 - b. If the above membership cannot be met, the Chair of the department will consult the Executive Committee of the department and make the necessary appointments to provide a full committee.
 2. Terms of membership. With the exception of the Doctoral Program Coordinator, the term of office is three years. Faculty members may be re-elected.
 3. Meetings.
 - a. The GPC will meet as needed, normally at least once per month.
 - b. The committee shall receive and place on its agenda requests from faculty, Department of Management Chair, or graduate students those issues necessary to facilitate a successful graduate program.
 4. Duties and Responsibilities
 - a. Using the COBA Graduate Faculty Standard, which has been developed for classifying graduate faculty, the committee will make recommendations to the Department Chair concerning which faculty meet the departmental standards for Graduate Faculty membership.
 - b. The GPC will identify, write, and distribute policies necessary to allow for a successful masters or Ph.D. degree.

- c. The committee will make recommendations concerning admission of students, curriculum presented, comprehensive examinations, dissertation supervision and satisfactory progress of students within the master and Ph.D. programs.
- d. The committee will make all journal classification decisions.
- e. The committee will also consider other issues brought to its attention by students, faculty or Chair of the Department of Management that directly impact the graduate programs of the department.

E. Undergraduate Programs Committee (UPC)

- 1. Membership, Term of Office and Meetings
 - a. The UPC shall consist of the Program Directors from the Department of Management.
 - b. The members are appointed by the Chair of the Department of Management.
 - c. The department COBA UPC representative serves as the Chair of the Committee and is appointed by the Department Chair.
 - d. The Committee will meet as needs dictate.
- 2. Duties and Responsibilities
 - a. Screens and approves all modification of existing courses or establishment of new courses before such modification or proposals are presented to the department faculty for approval.
 - b. Accumulate and present to the UPC information regarding the resource needs of the Department of Management.

F. Director of the Master's Program

The Director of the Master's program is responsible for providing an interface between the department and all students majoring or minoring in one of the management disciplines.

- 1. Membership and Term of Office
 - a. The MBA Director is appointed by the Chair of the Department of Management.
 - b. The Director shall be a full-time member of the department and be an Associate Professor with tenure rank or higher.
 - c. The term of office is three full academic years.
- 2. MBA Director Duties and Responsibilities

- a. Represent the department on the College of Business Administration Master's Program Committee.
- b. Provide the departmental faculty with regular reports on issues and matters being discussed in the committee meetings.
- c. Accumulate and present to the Master's Program Committee information relating to Master's course and program proposals from the Department of Management.
- d. Attend all College faculty meetings where Master's course and/or program proposals are to be considered and/or decided.
- e. Be available to discuss program concerns with Master's students in the management disciplines.
- f. Maintain all necessary paperwork required by the Graduate Programs Office in the College of Business Administration and the Graduate School of the University.

G. COBA Undergraduate Programs Committee Representative

The COBA Undergraduate Programs Committee Representative shall be responsible for representing the Department of Management on all matters relating to the undergraduate programs in business administration.

- 1. Membership and Term of Office
 - a. The committee representative is appointed by the Chair of the Department of Management.
 - b. The representative shall be a full-time member of the department and be an Associate Professor with tenure rank or higher.
 - c. The term of office is three full academic years.
 - d. The representative shall serve not more than three consecutive terms.
- 2. Duties and Responsibilities
 - a. Provide the departmental faculty with regular reports on issues and matters being discussed in the COBA Undergraduate Programs Committee meetings.
 - b. Accumulate and present to the COBA Undergraduate Programs Committee information relating to undergraduate course and program proposals from the Department of Management.
 - c. Attend all College of Business Administration faculty meetings where undergraduate proposals are to be discussed and/or decided.

H. Program Director (PD):

1. General Description: A Program Director (PD) is the lead person for total program development within a professional field; a proactive coordinator of all course, curriculum, student, faculty, and professional activities to meet the teaching, research, and service goals of the professional field within the Department of Management.
2. Appointment and Term of Office
 - a. Program Directors are appointed by the Department Chair.
 - b. The term of office is for one academic year. Faculty may be appointed for succeeding terms.
3. Reporting Relationship: Reports directly to the Department Chair.
4. Duties and Responsibilities
 - a. Advise Chair regarding course scheduling.
 - b. Advise Chair regarding appointment of part time faculty.
 - c. Select textbooks for courses taught by part-time faculty.
 - d. Counsel and advise students in their respective professional field.
 - e. Coordinate selection of outstanding students.
 - f. Coordinate course content and structure of courses taught by part-time faculty.

Article II. Departmental Meetings

- Section 1. The Chair of the Department of Management shall call at least one meeting of the faculty per semester.
- Section 2. Additional meetings of the departmental faculty may be called as the need arises. The Chair may call the meeting(s) of his/her own accord or upon request of at least one-third of the faculty of the department.
- Section 3. An agenda for each faculty meeting shall be distributed to the faculty by the Department Chair no later than four class days prior to the meeting date.
- Section 4. Items will be entered on the agenda by the Chair. The Chair shall be required to enter all items on the agenda requested by individual faculty members, and such requests are to be in writing and signed and dated by the requesting faculty. E-mail is an appropriate method for correspondence.
- Section 5. The Chair shall chair the meeting in a manner as described in Robert's

Rules of Order (Revised) if requested by one-third or more of those present. Questions of parliamentary procedure will be settled as prescribed by and according to Robert's Rules of Order (Revised) except as provided herein.

- Section 6. Any item not on the formal agenda may be introduced and action taken thereon by a motion approved by at least two-thirds of the faculty members present.
- Section 7. Majority vote shall determine all motions of the department faculty except as otherwise provided herein.
- Section 8. No vote shall be taken on any item unless a quorum of the voting faculty is present at the meeting.
- Section 9. Absentee voting prior to and proxy voting during the conduct of a departmental faculty meeting shall not be permitted on any issue.
- Section 10. The term "majority vote" shall be defined as a number greater than one-half of the total votes cast.
- Section 11. For voting purposes, the voting members of the faculty shall be defined as all full-time faculty who are either tenured, on a tenure track, or will be on a tenure track after completion of dissertation and other degree requirements.
- Section 12. It shall be the duty of the Faculty Secretary to attend and keep accurate minutes of all departmental faculty meetings, to file a copy in the official file kept by the Department Chair, to distribute copies of the minutes to all members of the faculty within one week after the meeting. Minutes of each meeting shall be corrected and approved as the first order of business of the succeeding meeting. If the elected Faculty Secretary has to be absent from any meeting, the Chair will appoint an Acting Secretary at the meeting. The Acting Secretary will submit a report of the minutes to the Faculty Secretary upon his/her return.
- Section 13. Faculty meetings are open, unless they must be closed in accordance with law.

Article III. Departmental Elections

- Section 1. The Election Judge, elected the previous spring semester by the departmental faculty, shall conduct and announce the results of all departmental elections conducted outside of departmental faculty meetings. Elections shall be conducted using e-mail ballots.
- Section 2. Elected Positions. The departmental positions to which individuals are

elected are as follows:

- a. Executive Committee — three positions.
- b. Personnel Affairs Committee — five positions.
- c. Departmental Election Judge.
- d. Faculty Secretary.
- e. Graduate Programs Committee — five positions.

Section 3. Voting Eligibility. Those members of the department as defined in Article II, Section 11, shall be eligible to vote.

Section 4. Timing of Elections. The elections to the positions specified in Section 2 above will be held in the spring semester prior to the academic year in which the committee will be active.

Section 5. Procedures for Voting by E-mail or Hardcopy.

Procedure for voting will encourage the use of electronic mail. For those faculty requesting hardcopy the following will apply:

- a. Ballots will be prepared by the Election Judge and will be of uniform size for all elections.
- b. Ballots, along with two envelopes, one blank and one addressed to the Election Judge, will be placed in the departmental mail slot of each eligible voter.
- c. Each voter will mark his/her choice on the ballot and seal the ballot in the blank envelope, place the blank envelope in the envelope addressed to the Election Judge, and sign his/her name in the upper left corner of the outer envelope.

The following applies to all ballots whether electronic or hardcopy:

- a. The voting time frame will be given with each election. As a general rule, the following time frames apply. The faculty members shall have at least 2 class days but no more than 4 to fill out the ballot and return it to the Election judge. Specific elections may alter the time frame.
- b. When the date for returning ballots has passed or when all ballots have been received, whichever comes first, the Election Judge, in the presence of one or more members of the Executive Committee, will open the ballots in such a manner as to protect the secrecy of the ballot. Then, in the presence of the member(s) of the Executive Committee, the Election Judge will tally the vote.
- c. The Election Judge will certify the election results and retain the ballots for not less than five class days.
- d. Upon certification of the election results, the Election Judge shall send written notices to each member of the departmental faculty explaining the results of the election.

Article IV. Faculty Grievances

Section 1. Grievances Concerning Promotion, Tenure, Renewal of Probationary Appointment, or Merit Evaluations

- A. The department Chair will notify the individual departmental faculty members of their promotion, tenure, renewal of probationary appointment, and merit evaluations within five class days prior to the date on which such evaluations must be transmitted to the Dean of the College of Business Administration. This notification of the faculty must be in writing and will include the following information:
 1. Notification relating to promotion:
 - a. the Promotion and Tenure Committee's recommendations with their rationale clearly stated,
 - b. the Department Chair's recommendations with his/her reasons, and
 - c. the departmental recommendations to be sent to the Dean.
 2. Notification relating to tenure or renewal of probationary appointment:
 - a. the Promotion and Tenure Committee's recommendations with their rationale clearly stated,
 - b. the Department Chair's recommendations with the justification of the decision, and
 - c. the departmental recommendation to be sent to the Dean.
 3. Notification relating to merit evaluation:
 - a. the PAC's evaluation results on each major factor considered in the evaluation process;
 - b. the Department Chair's evaluation results on each major factor considered in the evaluation process;
 - c. the distribution of evaluation results to the entire department with the relative standing of each faculty member by name, and
 - d. the departmental recommendation shall be sent to the Dean.
- B. The faculty member has five class days from the date of the notification of the evaluation results to appeal.
- C. The initial step in the appeal process is a written notice from the appellant to the Department Chair and the PAC or PAT Chair

(whichever is appropriate) stating the appellant's intent to appeal. The appellant would then meet with the Department Chair and the PAC/PAT Chair in an attempt to resolve the differences of opinion. It is the appellant's responsibility to make an appointment for the meeting. If differences are not fully resolved in the meeting, the appellant can then use the College of Business Administration appeals process.

Section 2. Grievances Other Than Promotion, Tenure, Renewal of Probationary Appointments, or Merit.

- A. Any complaint, real or imagined, other than those mentioned in Article IV, Section 1, may be brought before the Executive Committee of the department, upon either oral or written request to any member of that Committee.
- B. The appellant may, if he/she chooses, select another tenured faculty member of the department (with that person's consent) to be present during the filing of this grievance, or during any subsequent hearing that may be held.
- C. If the Executive Committee cannot resolve the grievance informally, the grievor, the Department Chair, and/or the appellant may be offered the option of mutually selecting a person to mediate the dispute. This person can be a faculty member of the Department, or any other person mutually agreeable to the parties involved. This person shall act as a mediator to assist the parties in resolving their dispute. If, after a reasonable period of time and attempts to resolve the dispute, the mediator believes that it is not possible to do so, he/she shall (with consent by the parties involved) refer the dispute back to the committee or person in charge of the next step in the grievance process.

If the grievance cannot be settled through mediation, the Executive Committee will hear the matter within five class days of the appellant's written request for such a hearing at a formal hearing, in accord with procedures consistent with UNT's Alternative Dispute Resolution policy. The Executive Committee's decision will be given to the appellant within five class days of the hearing.

- D. If the grievance is against a member of the Executive Committee, then that person will not be permitted to participate in the hearing, except he/she may be called as a witness.
- E. If the grievance involves more than one member of the Executive Committee, then a special grievance committee of three members will be elected by e-mail vote of the department. The committee, so selected will meet within three class days, elect a chair, and then

conduct a formal hearing within five class days under the same rules of procedure published by the Executive Committee. Within three class days following the end of the hearing, the committee's decision will be sent in writing to the appellant, the Department Chair, and the Dean of the College of Business Administration.

Article V. Amendments

- Section 1. Amendments to the charter may be proposed at any duly constituted meeting of the department.
- Section 2. Votes on amendments will be conducted by faculty e-mail procedures identified in this document after a public hearing on and discussion of such amendments.
- Section 3. An amendment to the charter requires a two-thirds majority vote of the total votes cast. An amendment to an appendix of the charter requires a simple majority of the total votes cast.
- Section 4. Notification of such amendments must be forwarded to the Faculty Senate within five class days of the amendment decision. This notification is the responsibility of the Faculty Secretary.
- Section 5. In the event any portion of this charter shall become invalid as a result of a change in university policies or procedures, the balance of this charter shall remain in effect. Subsequent to any change in university policy or procedures, any invalid sections caused by such change shall be revised.

APPENDIX A

Document will be attached.